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MEMORANDUM FOR: EEO Officer/Support Directorate

SUBJECT : EEO Program Report to the Civil Service Commission

REFERENCE : DD/S 70-4109, same subject, dated 8 October 1970

In response to your request in referent memorandum, the following report is submitted. We have adopted the sub-headings used in your memorandum for purposes of clarity.

Resources: Have any personnel been assigned specific EEO responsibilities or jobs, or received any training or instruction pertaining to administration in this field?

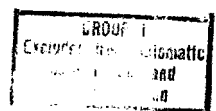
EEO responsibilities are generally acknowledged in the Office of Finance by all division and staff chiefs, but these responsibilities are especially charged to the Executive Officer and the Administrative Officer in the Support Staff. Both of these officers have had extensive experience in the field of personnel administration and are currently informed on the EEO Program. Neither of them have received any formal instruction pertaining to EEO administration.

Recruitment: What special or conscious effort has been made to find or consider minority candidates or women in external or lateral recruitment efforts undertaken directly by your directorate?

Recruitment of candidates for the Office of Finance vacancies is conducted by the Office of Personnel recruiters with our guidance as to the academic or experience requirements for specified grade levels.

Utilization of Present Skills: What actions or programs have been undertaken to examine or discover unused employee capabilities among minority groups and women, and to utilize them?

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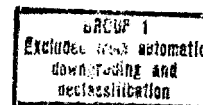
The majority of the members of minority groups who entered on duty with the Office of Finance this calendar year are in sub-professional positions (GS-03 and GS-04). No specific program has been established for members of minority groups. They are given the same on-the-job training and they participate in organized training groups equally with their contemporaries.

Men and women in the SF Career Service are competitively evaluated at least annually along with all their contemporaries in the same grade level. During this evaluation, the employees' capabilities are examined and proposals are made for future utilization of his or her services which would broaden his or her experience and capabilities as well as further the interests of the SF Career Service.

Upward Mobility: What special or conscious effort has been made to identify and consider minority employees and women for training related to higher positions (e.g., substantive, supervisory, management, mid-career courses); appointments (e.g., to committees, boards, task forces); promotions (both in grade and position); or reassignments (lateral, as well as vertical) which might place the employee on the higher ladder?

With the exception of one professional employee, minority employees in the Office of Finance are in sub-professional grades and clerical positions. They are given every opportunity to take Agency courses relative to their field of assignment and are encouraged to attend night school to study accounting or related subjects. Like their contemporaries, they are considered for internal rotation within and between the divisions and staffs of the Office of Finance.

One minority employee is a professional GSF-8 Accountant. Men and women in the SF Career Service are given training pertinent to positions they hold and for future positions into which they may progress. During FY 1970, nineteen (19) internal training courses were attended by 537 SF Careerists (some careerists attended more than one course) of which 158 were women (29.4%). These courses included Advanced Management Planning, Mid-Career Executive Development, Budget Process, Office of Finance Current Briefing, Computer Orientation (conducted by the Office of Finance), SS Review: Trends and Highlights, Supervision, and the Senior Management Seminar.



SECRET

- 3 -

At the present time, there are three (3) female SF Careerists appointed to serve on the following Committees, Boards, Panels, Task Forces, etc.:

SF Evaluation Panels

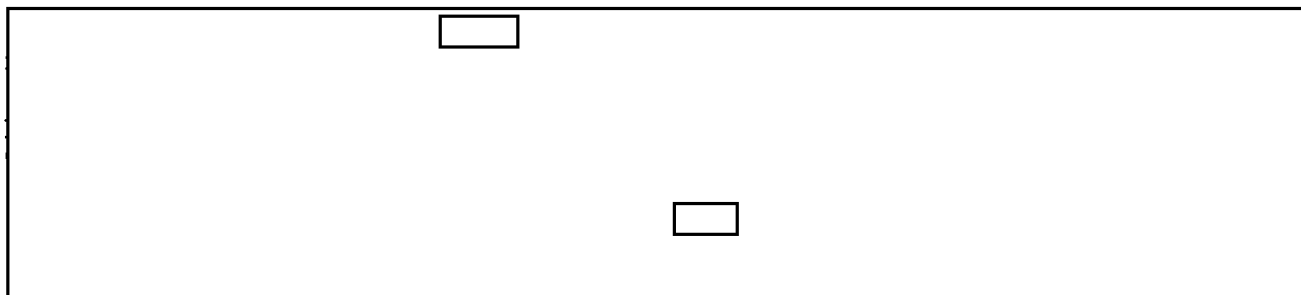
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GS-14 (Member Jr. Evaluation Panel)
GS-13 (Secretary, Sr. Evaluation Panel)
GS-10 (Secretary, Jr. Evaluation Panel)

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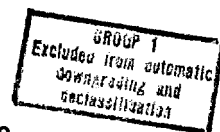


Supervisors and Managers: What specific actions have been taken to keep your line of command officers informed of the EEO Program and acquainted with employee rights under it, e.g., no reprisals for seeking counsel or lodging complaints? Have heads of offices given instructions to further this program; or evaluated supervisors for their actions in this field? What steps are taken to keep employees informed of this program and their rights under it (e.g., does each individual employee actually receive the EEO notice and have access to it thereafter?).

All supervisory personnel of the Office of Finance are informed of the EEO Program and are acquainted with employee rights. They are kept informed of the Program through discussions at Staff meetings and by dissemination of memoranda issued by Agency authorities. No specific instructions have been given concerning furtherance of EEO since Office of Finance policy is "equal employment for all who are qualified and can meet Career Service criteria." All employees receive EEO notices and do have access thereto when required.

Evaluation and Reports: What special measures are used to evaluate the status of minority employees and women and the measures taken to ensure equal opportunity and improve status; what reports are made on progress in the several fields?

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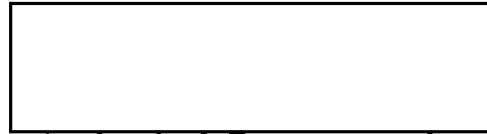


SECRET

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- 4 -

No special measures are used in the SF Career Service to evaluate the status of minority employees and women. All personnel are competitively evaluated annually. This procedure is intended to apply the opportunity for advancement, training, reassignment, and upward mobility to improve status on an equal basis.



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L. E. Bush
Director of Finance

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